



PUBLICITY AND DISCLOSURE OF INFORMATION

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Contents:

- I. Policy
- II. Cancellation

I. POLICY

1. Employees must not discuss matters relating to official investigations except with supervisors or officers/agents/inspectors engaged in the same investigation. Results of investigations shall be disclosed only by regular reports through proper channels. Employees must not discuss matters of administrative/investigative nature with persons outside of the Field Enforcement Division.
2. Reports, papers, and photographs, accumulated in conjunction with agents or inspectors official station are the property of the State of Maryland. Upon termination of an employee's official service, all such items must be submitted to the division, unless specific written permission is granted by the director.
3. Requests for information concerning investigations shall be referred to the director, deputy director, assistant director or designee. Matters relating to official business, to be released to the media, shall be given out by the director or deputy director. Inquiries requesting further details of arrests and seizures shall be referred to the director or deputy director.
4. Personal or business information contained in a tax return, records, or reports can only be given to properly authorized persons. Confidentiality of tax information is required by the Tax-General Article, Section 13-202. Each employee of the Comptroller's Office signs a *Certificate of Confidentiality* upon starting employment. Violations of any provision in the Certificate of Confidentiality can result in disciplinary action. Also, non-compliance with these provisions is considered a crime and is punishable under the law by a fine and/or imprisonment.

II. CANCELLATION: None.

J. A. Kelly

Jeffrey A. Kelly, Director